

# PROPERTY CONTROLLER II DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California  
**DEPARTMENT OF  
JUSTICE**  
P.O. BOX 944255  
Sacramento, CA 94244-2550

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CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED  
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL  
BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IN INCONSISTENT WITH THE LAW OF THE  
STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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## FINAL FILING DATE

**August 17, 2006** – Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

## WHO SHOULD APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the new department.

## HOW TO APPLY

Applications (Form STD 678) may be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov). Applications must be mailed to or filed in person with:

### Mailing Address:

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

### File in Person:

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1st Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR BY E-MAIL.**

## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

## QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that the oral interview will be administered in **September/October 2006**.

## SALARY

\$ 3,081- 3,742

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applicants must meet the experience and/or education requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

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**MINIMUM  
QUALIFICATIONS**

**Either I**

One year of experience in the California state service performing the duties of Property Controller I.

**Or II**

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant is not considered qualifying.)

**Or III**

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

Additional Desirable Qualification - Education equivalent to completion of the twelfth grade.

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**DEFINITION OF TERMS  
IN THE MINIMUM  
QUALIFICATIONS**

Property and Equipment – Items having a useful life in excess of one year and requiring records of accountability. (Examples: Typewriters, computers, construction signs, engineering instruments, calculators.)

Expendable Store Keeping Items – Items having a useful life of less than one year and which are usually consumed in the course of business. (Examples: Office supplies, machine parts, foods, clothing.)

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**THE POSITION**

Property Controllers II are responsible for the operation of a complex property control system with centralized or moderately dispersed property. Property Controllers II within the Department of Justice may be responsible for the operation of a law enforcement evidence vault that includes evidence items (e.g. firearms, narcotics). This class is normally used in departments, institutions, or districts having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. Property Controllers II may work independently, depending upon the size and complexity of the property accounting function.

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**EXAMINATION  
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview (QAP) that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge, skills and abilities:

**KNOWLEDGE OF:**

1. Methods and practices used in establishing, maintaining, recording, and disposing of State property to comply with Department policies.
  2. Department of Justice policies and procedures pertaining to State property control as specified in the Department of Justice Administrative Manual, Administrative and Management Bulletins, and the California State Administrative Manual.
  3. Personal computer applications used for record keeping systems, spreadsheets and correspondence.
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Property Controller II  
Page 3 of 4

**EXAMINATION  
INFORMATION  
(Continued)**

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**SKILL TO:**

1. Orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.
2. Manage time in order to effectively complete assignments.
3. Apply the relevant rule or procedure to a given set of facts or data.
4. Organize, sort and arrange files and documents to facilitate the completion of projects.

**ABILITY TO:**

1. Understand legal/court documents as they relate to the disposition of evidence items.
2. Adhere to strict security and safety protocols when handling certain types of evidence and accepting such items into a vault.
3. Participate and conduct control audits of evidence items and other inventory.
4. Inspect, determine condition of, and recommend proper disposition of property.
5. Reconcile inventories to control accounts.
6. Analyze situations accurately, generate alternatives and take effective action.
7. Instill in others an awareness of their responsibility for State property maintenance and accounting.
8. Maintain attention to detailed record keeping, specifically when documenting the movement of evidence items in and out of an evidence vault.
9. Speak, read and write English at a level required for successful job performance.
10. Follow directions given by supervisors and managers to ensure work is completed per their instructions.
11. Be sensitive to the concerns and needs of a wide variety of individuals and treat them with due respect and courtesy.
12. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
13. Work independently to meet deadlines with minimal supervision.
14. Adapt to changing work demands, priorities, and organizational members

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%**

**VETERANS  
PREFERENCE  
CAREER CREDITS**

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Veterans Preference Credits will not be granted in this examination.

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Career Credits will not be granted in this examination.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice ([www.ag.ca.gov](http://www.ag.ca.gov)), the State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039